

St. Tammany Parish Sheriff's Office

PROFESSIONAL/ATTORNEY VISITS POLICY  
VIDEO CONFERENCING POLICY

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**REVISED POLICY FOR REQUESTING PROFESSIONAL/ATTORNEY VISITS**

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**Hours of Operations for Professional/Attorney/Video Conferencing Visits are:**

8 am – 11 am M – F last visit will be scheduled for 10:30 am  
1 pm – 4 pm M – F last visit will be scheduled for 3:30 pm  
6 pm – 8 pm M – F last visit will be scheduled for 7:30 pm

*IF YOU ARE 15 MINUTES LATE YOUR CLIENT/CLIENTS WILL BE RETURNED AND YOU WILL HAVE TO WAIT UNTIL THE NEXT ROOM BECOMES AVAILABLE. ATTORNEYS THAT HAVE SET APPOINTMENTS WILL HAVE PRIORITY. TIME RESTRICTIONS LIMIT VISITS TO TWO CLIENTS PER APPOINTMENT PER HOUR BY AN ATTORNEY OR PROFESSIONAL.*

**Weekend visits are permitted for offenders that have court in the following week  
Attorneys need to provide documentation regarding court**

**\*NO OFFENDERS WILL BE SEEN BEFORE 8AM OR AFTER 8PM\*  
ONLY EXCEPTION IS IF THE VISIT REQUEST IS DURING TRIAL**

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**WE ARE NO LONGER RECEIVING REQUESTS VIA TELEPHONE CONVERSATIONS**

Requests to see an offender can be done by the following:

**1) Email Requests for scheduling the visit:**

Email Request to email address [visitrequest@stpso.com](mailto:visitrequest@stpso.com)

Emails must include the following:

Request must be on your Office's letterhead

Attorney or Attorney Representative's Name and Bar Number of the Supervising Attorney

Offender's Name and Bed Number (If available)

Exact Date & Time of your visit request (Between Operational Hours Listed Above)

Reason for visit and approximate amount of time needed for visit

Professionals need to include agency information (credentials)

*(To confirm your appointment contact Visitation, 985-276-1047*

**2) Walk-in Visits:**

Come in person to Visitation during Operational Hours

Present your ID and Bar Card to the Visitation Officer **AT LEAST ONE HOUR BEFORE THE VISIT**

**3) Video Conferencing- Limited Availability- Requests must be done during operational hours.**

See above for scheduling hours. Monday – Friday only NOTE: To assure your conference is set up, please follow up with a phone call to 985-276-1047.

**4) Inmate Worker Visits- If the inmate is known to be an inmate worker email request must be submitted one day prior, in order for us to keep the offender from reporting to his work location that day.**

by email [visitrequest@stpso.com](mailto:visitrequest@stpso.com) one day prior and no later than **4:00pm**. If received after 4:00PM, your request will be reviewed the following business day.